

Department of Defense



MISSIONS AND FUNCTIONS GUIDEBOOK

for the

**OFFICE OF THE DIRECTOR OF ADMINISTRATION AND
MANAGEMENT**

OFFICE OF THE SECRETARY OF DEFENSE

June 1999

PREFACE

This Guidebook outlines the missions, functions, and responsibilities of the Office of the Director of Administration and Management. It is designed to serve as a general source of information concerning the DA&M organization. More detailed information may be found in DoD Directive 5105.53, "Director of Administration and Management."

D. O. Cooke
Director of Administration and Management

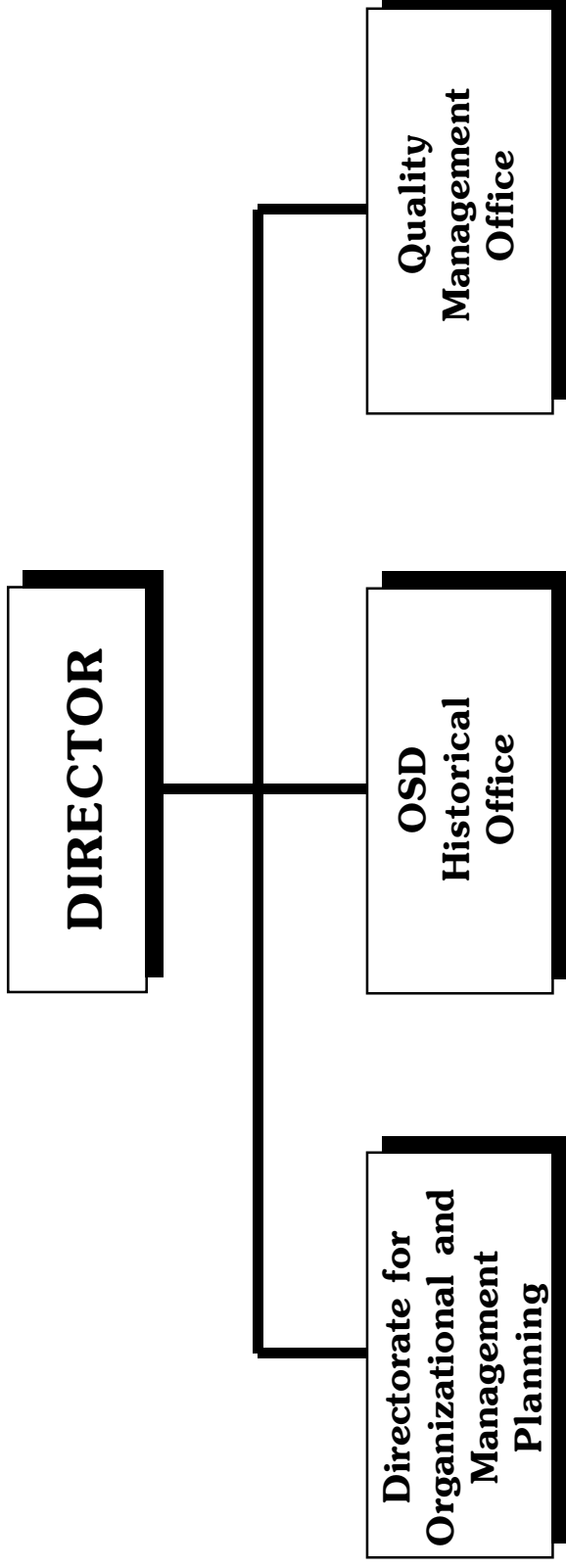
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TABLE OF CONTENTS

PAGE

ODA&M Organization Chart	1
Director of Administration and Management	2
<i>Directorate for Organizational and Management</i>	
<i>Planning</i>	4
<i>OSD Historical Office</i>	4
<i>Quality Management Office</i>	5

OFFICE OF THE DIRECTOR OF ADMINISTRATION AND MANAGEMENT



DIRECTOR OF ADMINISTRATION AND MANAGEMENT (DA&M)

(DoD Directive 5105.53)

Pursuant to the authority vested in the Secretary of Defense under Title 10, United States Code, the position of Director of Administration and Management was established on May 24, 1988. The DA&M reports to the Deputy Secretary of Defense, and is the principal staff assistant and advisor on DoD-wide organizational and administrative management matters. The DA&M is responsible for the following functions:

- Advise and assist the Secretary and Deputy Secretary of Defense on administration and organization within the Department of Defense.
- Provide policy guidance to DoD Components and coordinate on administrative and organizational matters.
- Review, evaluate, and develop recommendations to improve the organization, functions, and management of DoD activities and programs.
- Develop and maintain organizational charters for the OSD, the Defense Agencies, the DoD Field Activities, and other DoD activities, as required.
- Provide policy guidance, coordinate, and oversee administration of assigned programs, including the DoD Committee Management Program, the DoD Management Headquarters Program, and the DoD Privacy Program.
- Develop policy, provide program oversight, and serve as the focal point for DoD Quality Management matters.
- Administer the Historical Program of the OSD and coordinate DoD Historical Program activities.
- Administer the DoD Civilian Honorary and Incentive Awards Program.
- Analyze and control workyear requirements for the OSD and other assigned activities.
- Administer the Management Control Program for the OSD and other assigned activities.
- Develop and coordinate DoD policy for the implementation of the DoD Freedom of Information Act Program.

- **Participate in planning, programming, and budgeting activities related to DA&M responsibilities.**

- **Promote coordination, cooperation, and mutual understanding on matters under DA&M cognizance within the DoD and between the DoD, other Government Agencies, and the public.**

- **Serve on boards, committees, and other groups concerned with matters pertaining to the functions and responsibilities assigned to the DA&M and represent the Secretary and Deputy Secretary of Defense on such matters outside the DoD.**

- **Exercise authority, direction, and control over the Washington Headquarters Services. The DA&M also serves as the Director, Washington Headquarters Services.**

The above functions are carried out with the support of the Directorates assigned to the ODA&M (see Chart on page 1).

DIRECTORATE FOR ORGANIZATIONAL AND MANAGEMENT PLANNING

- Advise and assist the Secretary and Deputy Secretary of Defense, the Director of Administration and Management, and other senior DoD officials on organizational and management problems and issues and the implementation of organizational adjustments, structural realignments, and management reforms to achieve increased effectiveness, efficiency, and economy of operations.
- Conduct analyses and studies of DoD organizations, missions, and functions, and recommend changes for improved organizational, structural, functional, and managerial arrangements for the administration of DoD plans and programs.
- Provide policy guidance, planning, and coordination for the DoD Management Headquarters Program, the DoD Committee Management Program, and the Management Control Program for OSD and other assigned activities.
- Manage and control workyear requirements for OSD and other assigned activities.
- Develop, coordinate, and maintain currency of DoD Directives and Instructions, to include charter directives for the Offices of the OSD Principal Staff Assistants, the Defense Agencies, the DoD Field Activities, other single manager, joint tenant, or executive agent entities, and other miscellaneous program and policy functions.
- Plan and present briefings on DoD organizational and management arrangements to senior officials of DoD, other Executive Agencies and Departments, the Congress, foreign governments, and corporate, private, and educational organizations.

OSD HISTORICAL OFFICE

- Prepare and publish a continuing History of the Office of the Secretary of Defense.
- Collect and compile documents and data for historical reference and research purposes.
- Coordinate the historical activities of the Department of Defense.
- Represent the Department of Defense on matters related to history.
- Prepare special historical studies and perform special assignments.

QUALITY MANAGEMENT OFFICE

- **Develop and monitor plans for the implementation of Quality Management within the Department of Defense.**
- **Provide guidance to DoD organizations seeking to implement Quality Management.**
- **Determine the appropriate Quality Management training, education, and facilitation requirements for OSD staff members and coordinate available resources to meet those requirements.**
- **Provide the DoD focal point for both internal and external inquiries for Quality Management issues.**
- **Provide the OSD interface with the DoD Components for all matters related to Quality Management.**